DOCUMENT RESUME

ED 304 159 IR 052 668

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TITLE	Report of the Task Force on Providing Library Services to Extended Campus Students.
INSTITUTION	Western Kentucky Univ., Bowling Green.
PUB DATE	87
NOTE	26p.
PUB TYPE	Viewpoints (120) -- Reports - Research/Technical (143)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Academic Libraries; *Distance Education; Higher Education; *Information Needs; *Information Sources; *Library Services; Models; User Needs (Information)
IDENTIFIERS	Off Campus Students; Task Force Approach; *Western Kentucky University

ABSTRACT

This task force report proposes a plan for providing campus-quality library services to students at three sites of Western Kentucky University's extended campus program which would offer access to main library services and collections rather than the traditional assembling of additional library collections in off-site locations. Elements of the proposal are delineated in the narrative report and recommendations are made for future planning of off-campus library services. The full proposal is then presented as 11 attachments. Attachments I, II, and III present a plan for providing library services, with options, for each of the extended campus programs. Attachment IV gives estimated budget requirements, based on materials delivery options. The tables in Attachments V, VI and VII summarize the classes offered and the numbers of students attending the centers for 1984-86, the total extended campus enrollments for 1984-87, and projected enrollments for each center for spring 1987; the table in Attachment VIII synthesizes this information for the three campuses. Attachments IX, X, and XI outline needs for library materials, materials delivery, and communications. (CGD)

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REPORT OF THE TASK FORCE ON PROVIDING LIBRARY SERVICES TO EXTENDED CAMPUS STUDENTS

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1987

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REPORT OF THE TASK FORCE ON PROVIDING
LIBRARY SERVICES TO EXTENDED CAMPUS STUDENTS

Colleges and universities have been offering courses to students away from their main campuses for many years including correspondence, continuing education, and for-credit courses in any number of program areas. Recently, many colleges and universities have seen dramatic declines in on-campus enrollment with marked increases in off-campus courses, particularly in coursework leading to baccalaureate and graduate degrees. Western Kentucky University has experienced this same trend, seeing its on-campus enrollment drop during the 1980's while the number of off-campus students has doubled since 1984.

Some educators feel that the future of higher education rests in large part on the success of off-campus programs and have identified this as a major challenge of the 80's in the field of education. Library service to extension education will contribute to the success or failure of off-campus instruction and planners of library service must accept the professional demands of library outreach and be willing to get actively involved in the planning process for extended campus education.

A review of recent literature on library services to off-campus students indicates a growing interest in providing access to materials wherever they are needed by students and

faculty, in supplying resources no matter where the teaching is done. National conferences have been held on off-campus library services in 1982, 1985, and 1986, indicating widespread interest in providing library services for the off-campus learner. Statements from the regional accrediting associations throughout the United States are uniform in their insistence on adequate library support for off-campus instruction. Guidelines for extended campus library services are provided by the Association of College and Research Libraries, professional academic library association. Fifty-three percent (53%) of academic library directors and accreditation agency staff members recently surveyed indicated approval of the verb "must" over "should" or "may" in the statement "Provision must be made for library users in off-campus locations to have adequate access to library resources and equipment."

Several themes emerge from the literature concerning off-campus library services. When education consists of bringing the faculty to the students rather than vice versa, there is a transformation of education from a place to a process which overcomes the traditional limitations of space and time. Under these circumstances the parent institution must be responsible for the provision of adequate access to library resources and equipment for students and faculty in off-campus locations. Library services for extension or continuing education should be equal in quality to service on the home campus.

It is noted in the literature that it is fallacious to assume that professionally oriented programs taught off-campus can be supported by local libraries or other academic libraries without prior preparation and that minimal service is not adequate. In addition, it is wrong not to instruct students in the use of library materials in their chosen fields such as abstracts, indices, and computer database searching. Every student who pays to attend an institution's program to earn academic credits should receive library service appropriate to the customary need of the discipline involved.

In order to develop a proposal for providing campus-quality library services to the students of Western Kentucky University extended campus programs in Ft. Knox, Glasgow, and Owensboro, Kentucky, the Task Force on Providing Library Services to Extended Campus Students was appointed by Dr. Michael Binder, Director of Libraries, consisting of Dr. Sally Ann Koenig, Head of the Department of Library Public Services, Chair; Dr. Brian Coutts, Coordinator of Collection Development; and Mr. Harley Brooks, Supervisor of Circulation Services. The Task Force met with those persons on Western's campus who plan and administer extended campus services. In addition, the Task Force visited extended campus centers in Ft. Knox, Glasgow, and Owensboro as well as the libraries used by students attending Western Kentucky University classes in those areas. A visit was made to the University of Kentucky Library to interview their Extension

Librarian and to learn more about U. K.'s extensive program for planning and delivering library services to instructional sites state-wide.

As a result of their study, interviews, and visits, the Task Force became convinced that providing library services to off-campus sites must be taken seriously. Already committed to the premise that library services are essential to the mission of the University, the members of the Task Force have looked for a new approach to library services for extended campus students and faculty which would be innovative and yet would preserve the quality service which WKU's Libraries have provided over the years. Overall, the innovative approach involves access to main library services and collections rather than the traditional assembling of additional library collections in off-site locations.

This proposal presents a plan for providing library services at each of the WKU Centers for Extended Campus Programs at Owensboro, Ft. Knox, and Glasgow including several options for each plan (Attachment I, II, and III). In addition, budget requirements are estimated based on materials delivery options (Attachment IV). Also included are tables indicating classes offered and numbers of students attending for all three centers for 1984-86 (Attachment V, VI, and VII) as well as total extended campus enrollments for 1984-87 and projected enrollments for each center for Spring 1987 (Attachment VII). Needs for library materials, material delivery, and communications are also outlined (Attachments

IX, X, and XI).

In essence, the proposal includes the provision for the following elements:

1. Library Staff and Student Assistants at off-campus sites as well as the main library.
2. Free online bibliographic searching for patrons.
3. Free copy service for patrons.
4. Free delivery of requested periodical articles and books to patrons.
5. Reserve materials at off-campus sites.
6. Reference assistance at off-campus sites.
7. Library instruction, workshops, and library tours available at off-campus sites.
8. Toll free (800) number for patrons to call the main library to make resource and reference requests, request online searches, circulation questions, etc.
9. 24 hour telephone to record requests from patrons.
10. A cooperative relationship with off-campus teaching faculty to provide needed reserve materials as well as current and future curriculum needs.
11. COM Catalog of WKU Libraries' holdings at off-campus sites.
12. Promotion of library services by brochures, information in extended campus pamphlets, class presentations by librarians, etc.

The Task Force suggests that the proposed program be initiated July 1, 1987, in order to have off-campus library services available to students and faculty for the Fall 1987 semester.

Future planning for off-campus library service should include the following components:

1. Appoint a full-time official extension librarian to plan, design, develop, and administer programs and services applying the library resources of the University to the information needs of the extension community.
2. Make available the online (NOTIS) catalog of the WKU Libraries' holdings at off-campus sites as soon as the online system is completed.
3. Continue to expand extended campus library services as WKU's program expands; for example, the program in Russellville is growing and will need library service attention.

Western Kentucky University's extended campus library services could be a model program. Our library faculty and staff have the experience, enthusiasm, and energy to achieve this innovative project. As the University expands and emphasizes the off-campus eductional program it must furnish Library Services the ability to satisfy the information needs of the students and faculty involved in extended campus education.

ATTACHMENT I

OWENSBORO CENTER

A. Location

1. Owensboro Senior High School Library for coordinating reserves, receiving materials (via the telefacsimile transmission terminal if located in the library), and providing reference assistance to a consolidated collection of those materials formerly housed at Kentucky Wesleyan and Brescia Colleges (ERIC microfiche and 21 business periodicals) and additional materials purchased for the collection.

2. Owensboro/Daviess County Hospital Library for assistance to WKU nursing students using the library's many basic medical reference sources, numerous standard medical journals, 10 nursing journals, Index Medicus, and Cumulative Index to Nursing and Allied Health Literature.

B. Materials to be Purchased

Subscription to business periodicals (21)	$ 1,094.65
Annual subscription to ERIC microfiche collection	2,300.00
WILSONDISC Workstation	4,995.00
Business Periodicals Index	1,495.00
Education Index	1,295.00
General Science Index	1,295.00
Humanities Index	1,295.00
Social Sciences Index	1,295.00
CIJE: Current Index to Journals in Education (monthly and semiannual)	325.00
RIE: Resources in Education	
Monthly	56.00
Annual cumulation and index	195.00
Business Index (Information Access Co.)	2,100.00
Materials Total	$17,741.00

C. Staffing Requirements
For the Owensboro Senior High School Library:

One 20 hour part-time library assistant @ $4.85 per hour for 46 weeks	$ 4,462.00
Two 15 hour student assistants @ $3.35 per hour for 46 weeks	4,623.00
Staffing Total	$ 9,085.00

D. Materials Delivery Option

Option A (Courier Service)	$ 4,570.00
Option B (Telefacsimile/Mail)	2,842.55
Option C (Mail Only)	920.00

ATTACHMENT II

FT. KNOX CENTER

A. Location, staffing, and materials delivery at the Ft. Knox Center are all interdependent and two alternatives exist:

1. Materials Delivery:
   Option A (either courier or mail only delivery)
   Courier $ 4,570.00
   Mail Only 920.00

   Staffing Requirements:
   Three 20 hour part-time library assistants @ $4.85 per hour for 46 weeks $ 13,386.00

   One assistant in the Ft. Knox Base Library (Barr) for coordinating reserves and providing reference service, two assistants in the Ft. Knox Armor School Library to provide assistance to students in the evening hours to the Library's extensive reference and index collection (or to provide remuneration for evening hours by Armor School Staff).

2. Materials Delivery:
   Option B (Telefacsimile/Mail) $ 2,802.55
   (telefax to be located in the Ft. Knox Education Center)

   Staffing Requirements:
   Three 20 hour part-time library assistants @ $4.85 per hour for 46 weeks $ 13,386.00

   One assistant in the Ft. Knox Education Center to receive telefaxed materials; two assistants in the Ft. Knox Armor School Library for same reasons as stated in A above.

B. Materials to be Purchased

   Technology serials to be placed on reserve in the Technology Lab of the Education Center $ 100.00

ATTACHMENT III

GLASGOW CENTER

A. Location

1. Glasgow Public Library for coordinating reserves, receiving materials (via the telefacsimile transmission terminal if located in the library), and providing reference assistance to a consolidated collection which owns only the Readers Guide to Periodical Literature and additional materials purchased for the collection.

B. Materials to be Purchased

Business Periodicals Index	$ 100.00
Education Index	80.00
General Science Index	80.00
Humanities Index	90.00
Social Sciences Index	100.00
CIJE: Current Index to Journals in Education (monthly and semiannual)	325.00
RIE: Resources in Education	
Monthly	56.00
Annual cumulation and index	195.00
Index Medicus	
Monthly	155.00
Annual Cumulation	250.00
Cumulative Index to Nursing and Allied Health Literature	160.00
Materials Total	$ 1,591.00

C. Staffing Requirements

One 20 hour part-time library assistant @ $4.85 per hour for 46 weeks	$ 4,462.00
One 15 hour student assistant @ $3.35 per hour for 46 weeks	2,311.50
Staffing Total	$ 6,773.50

D. Materials Delivery Option

Option A (Courier Service)	$ 4,570.00
Option B (Telefacsimile/Mail)	2,675.55
Option C (Mail Only)	920.00

ATTACHMENT IV

BUDGET REQUIREMENTS

Library Material for FY 1987-88		
Owensboro Center	$17,741.00	
Ft. Knox Center	100.00	
Glasgow Center	1,591.00	
Books for reserve placement in Centers	1,500.00	
		$20,932.00
Miscellaneous Expenses		
Brochures (3,000)	54.00	
Travel Expenses (Training, placing reserves, etc.0	500.00	
Office Supplies (Stationery, lables, pens, etc.)	300.00	
Binding of Periodical Indexes (10 vols. @ $5)	50.00	
Online Searching (100 searches @ $25	2,500.00	
		$ 3,404.00
Communication Needs		
Incoming WATS line (800 number)	6,135.00	
24 Hour Telephone Recording System (AT&T)	110.00	
		$ 6,245.00
Staffing:		
Ft. Knox (3 @ 20 hr.part-time	13,386.00	
Owensboro (1 @ 20 hour part-time, 2 @ 15 hour student assistants)	9,085.00	
Glasgow (1 @ 20 hour part-time, 1 @ 15 hour student assist	6,773.00	
Bowling Green (1 @ 20 hr.part-time, 2 @ 15 hr.student assistants)	9,085.00	
		$38,329.00
TOTAL		$68,910.00

$68,910.00	Budget Requirements
13,710.00	Option A (Courier Service Materials Delivery)
$82,620.00	Total Cost of Extended Library Services

$68,910.00	Budget Requirements
8,412.00	Option B (Telefacsimile/Mail Materials Delivery)
$77,322.00	Total Cost of Extended Library Services

$68,910.00	Budget Requirements
2,760.00	Option C (Mail Only Materials Delivery)
$71,670.00	Total Cost of Extended Library Services

ATTACHMENT V

OWENSBORO: EXTENDED CAMPUS CLASSES, 1986

No data was available for enrolment prior to 1986.

	NO. OF COURSES	NO. OF STUDENTS		
		GRAD.	UNDER.	TOTAL
SPRING 1986	16	265	0	265

CLASSES: GRAD: ENG 598
CE 550, 559
ED 500, 577
Sch Adm 585, 692
HEFL 499G, 575
PSY 540
ELED 503, 507, 603
ExcEd 504, 530
RdgEd 520

SUMMER 1986	21	297	14	313

CLASSES: GRAD: SPCOM 460G
ENG 598
CE 662, 668
HEFL 491G
PSY 510, 520
ELED 506, 570, 603
SEC ED 570
ECON 505
JOURN 480G
ExEd 534
SEC 580
HL&SFT 444G
NURS 302, 302L, 317

UNDER: SPCOM 460
HL&FST 444

FALL 1986

No data available

ATTACHMENT VI

FT. KNOX EXTENDED CAMPUS CLASSES 1984-1986

	NO. OF COURSES	NO. OF STUDENTS GRAD.	UND.	TOTAL
FALL 1984	30	145	189	329
CLASSES: GRAD:	GOVT 440G, 441G, 501, 545 CE 550, 558, 669 HEFL 498G EdFn 500	UND:	EET 120, 319, 220, 213, 214 315, 201, 203, 325 GC 101, 302, 342 MT 290, 340, 327 MET 108, 306 AT 360 IE 380	
SPRING 1985	24	136	107	233
CLASSES: GRAD:	GOVT 442G, 511, 540 SOC 542 CE 550, 552, 559 EdFn 500 HEFL 499 LME 448	UND:	IE 460 AT 351, 475 MT 357, 103, 207 EET 120 GC 202, 476 MET 306, 308	
SUMMER 1985	13	165	49	214
CLASSES: GRAD:	GOVT 510, 549 CE 554, 669 HEFL 499G PSY 520	UND:	IE 380, 439 MET 306 ART 100	
FALL 1985	19	192	89	281
CLASSES: GRAD:	GOVT 440G, 441G, 501, 545 CE 550, 558 EdFn 500 HEFL 498G PSY 540 SchAd 585	UND:	EET 120, 261, 263, 201, 203, 301 IndEd 380 GC 202, 213, 214 MT 207, 310, 327 MET 108, 306, 308	

	COURSES	GRADS.	UNDER.	TOTAL
SPRING 1986	18.5	164	91.5	255.5

CLASSES: GRAD: GOVT 442G, 511, 540
SOC 550
CE 552, 669
ED 500, 576
HEFL 498G
PSY 551

UND. EET 120, 261, 263, 325
GC 202, 208, 209
IE 380
MT 103, 310, 317, 341
MET 306, 308

SUMMER 1986	17	281	32	313

CLASSES: GRAD: GOVT 510, 546
CE 554, 560, 562
ED 500
HEFL 491G, 499G
ElEd 544

UND: ART 100
HIST 119

FALL 1986 (preliminary figures)

	21	198	117	315

CLASSES: GRAD: GOVT 446G, 442G, 501, 545
CE 550, 558
ED 500
SchAd 677
HEFL 498G
PST 540

UND: EET 325
GC 202
IE 380
MT 290, 310
MET 108, 206, 308
ENG 100

ATTACHMENT VII

GLASGOW: EXTENDED CAMPUS COURSES
1984-1986

	NO. OF COURSES	NO. OF STUDENTS GRAD.	UNDER.	TOTAL
FALL 1984	14	61	164	225
SPRING 1985	12	46	149	195
SUMMER 1985	NO CLASSES			
FALL 1985	14	22	185	207

FALL 1984

CLASSES: GRAD: Sch Adm 677, HEFL 491G, Exc Ed 536, LME 445G

UNDER: BNK 200, RE 275, HEFL 491, PSY 199, 250, LME 445, GEOG 100, ENG 101, 102, ART 100, ANTH 120

SPRING 1985

CLASSES: GRAD: HEFL 498G, Exc Ed 535, LME 448G

UNDER: BNK 262, 265, HEFL 167, 498, PSY 100, QA 220, LME 448, SOC 100, MATH 109, ENG 102, BIOL 307

SUMMER 1985

NO CLASSES

FALL 1985

CLASSES: GRAD: HEFL 499G

UNDER: BNK 160, RE 170, 172, HEFL 499, ENG 101, 102, 283, HIST 120, SOC 100, ART 100, MATH 109, SPCOM 161, H&S 340

	COURSES	GRADS.	UNDER.	TOTAL
SPRING 1986	30	76	314	390

CLASSES: GRAD: HEFL 498G
El Ed 506, 544
Sec Ed 544, 580
Exc Ed 516

UNDER: ENK 266
SPCOM 145, 161
PSY 100, 199
HLFST 383
ENG 101, 102
LME 288
RE 170, 273, 276
SOC 100
ANTH 120
RELI 100, 101
HEFL 167
HIST 120
CHEM 101
BIOL 131
MATH 109
PHIL 120

SUMMER 1986	11	27	169	196

CLASSES: GRAD: HEFL 498G
El Ed 507

UNDER: HIST 119
ENG 101, 102, 283
RELI 100, 101
ECON 203
HEFL 498
MATH 100
PSY 199

FALL 1986 (preliminary figures)

	17	63	278	341

CLASSES: GRAD: HEFL 498G
El Ed 503, 603
Rdg Ed 519

UNDER: ENK 262
SPCOM 145, 161
RE 272
HEFL 352, 498, 167
CHEM 109
ENG 100 X 3
RELI 101
PHIL 120
HIST 120
SOC 100
MATH 109
BIOL 131, 333

ATTACHMENT VIII

EXTENDED CAMPUS ENROLLMENTS 1984-1987

DATE	NO. OF SITE	TOTAL ENROLLMENT
SPRING 1984	n/a	1,346
SUMMER 1984	n/a	1,373
FALL 1984	22	1,806
SPRING 1985	20	1,731
SUMMER 1985	9	1,314
FALL 1985	17	2,017
SPRING 1986	22	2,317
SUMMER 1986	17	1,443
FALL 1986	25	2,132
SPRING 1987	n/a	2,400 (projected)

PROJECTED ENROLLMENTS FOR EXTENDED CAMPUS CLASSES, SPRING 1987

FT. KNOX	300
GLASGOW	600
OWENSBORO	370

ATTACHMENT IX

LIBRARY MATERIALS NEEDS FOR EXTENDED CAMPUS LIBRARY SERVICES IN THE FT. KNOX, GLASGOW AND OWENSBORO CENTERS

1. OWENSBORO CENTER

The following estimates are based on presumed shift of WKU classes to the city high school and a consolidation of library resources in the high school library. They also presuppose an ending of our current relationship with both Kentucky Wesleyan and Brescia College. Current library expenditures at those two sites are largely supportive and consist of the following:

Subscriptions to business periodicals (21):	$1,094.65
Annual subscription to ERIC microfiche collection	2,300.00
TOTAL	$3,395.00

New materials needed to support our Graduate Education program, an expanded program in Business, an advanced Nursing program, and various undergraduate classes would consist of the following:

WILSONDISC (H.W. Wilson Co.) Workstation	$4,995.00
TOTAL	$4,995.00

The above expenditures would be one-time expenditures and payments could be spread out over several years. The workstation is composed of an IBM PC XT with 640K of memory, 20MB fixed disk drive, and 360KB diskette drive; a color display monitor; color monitor adapter; Proprinter, adapter and cable; Dos 3.1; a Hayes 1200 baud modem; and a Phillips CD Player.

The above equipment would enable us to access a variety of Wilsondisc databases (both current and backfiles) and could also be used for online searching on Wilsonline. Since the high school library currently maintains a subscription only to the Readers' Guide to Periodical Literature it would be desirable to maintain annual subscriptions to he following Wilsondisc databases:

Business Periodicals Index	$1,495.00
Education Index	1,295.00
General Science Index	1,295.00
Humanities Index	1,295.00
Social Sciences Index	1,295.00
TOTAL	$6,675.00

The purchase of these same indexes in paper format plus necessary back runs would involve marginal savings but would also require processing, binding, and a considerable amount of storage space not currently available. In addition Wilson will provide unlimited free online searching of all indexes on Wilsonline purchased on disc.

Other materials needs consist of the following indexes:

CIJE: Current Index to Journals in Education (monthly + semiannual)	$ 325.00
RIE: Resources in Education	
Monthly	56.00
Aanual cumulation + index	195.00
Business Index (Information Access Co,)	2,100.00
TOTAL	$2,676.00

CIJE and RIE are needed to provide access to our extensive ERIC microfiche collection, a fundamental source for all education and many social sciences students. The Business Index subscription includes the ROM reader, a five-year backfile, and monthly updated indexing to 810 business journals including Barron's, the Wall Street Journal, and financial sections of the New York Times.

No materials expenditures are currently anticipated for our Nursing program. Since classes are currently taught at the city/county hospital students have access to the hospital library which maintains subscriptions to Index Medicus, the Cumulative Index to Nursing and Allied Health Literature, approximately 10 nursing journals, numerous standard medical journals and many basic medical reference sources.

TOTAL OF LIBRARY MATERIALS NEEDED FOR OWENSBORO CENTER FOR FY 1987-1988:

$17,741.00

Of this amount $12,746 would be recurring expenses.

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2. FT. KNOX CENTER

Classes offered at this center and in surrounding communities have traditionally focused on Graduate Education, Public Administration, and technological courses (offered at the associate degreee level). Fortunately, the extensive holdings of the Barr Library and the Armor School Library should keep library materials costs to a minimum. Index holdings include: CIJE, RIE, Education Index, New York Times Index, Readers' Guide, Magazine Index, Social Sciences Index and other Wilson indexes. In addition, the Armor School Library is a depository library for U.S. government publications and maintains a complete file of ERIC microfiche.

Technology serials to be placed on reserve in the Technology Lab of the base Education Center (such titles as Radio Electronics and Electronics Week)	$100.00

TOTAL OF LIBRARY MATERIALS NEEDED FOR FT. KNOX CENTER FOR FY 1987-1988:

$100.00

3. GLASGOW CENTER

Classes offered at this center and surrounding communities continue to expand both in breadth and in volume making library materials needs difficult to predict. The projections below are based on a consolidation of resources in the Glasgow Public Library and are minimal needs. Current classes include Graduate Education classes, Nursing classes, and a variety of undergraduate classes. The public library currently owns only the Readers' Guide to Periodical Literature. Other indexes needed:

Business Periodicals Index	$100.00
Education Index	80.00
General Science Index	80.00
Humanities Index	90.00
Social Sciences Index	100.00
TOTAL WILSON INDEXES	$ 450.00

The above indexes are sold on a subscription price based on the size of the library and the number of periodicals owned by that library. Prices quoted here represent minimum prices.

Indexes needed to support Graduate Education programs:

CIJE: Current Index to Journals in Education (monthly and semiannual)	$ 325.00
RIE: Resources in Education	
Monthly	56.00
Annual cumulation + index	195.00
TOTAL	$ 576.00

Indexes needed to support our Nursing classes:

Index Medicus	
Monthly	$ 155.00
Annual cumulation	250.00
Cumulative Index to Nursing and Allied Health Literature	160.00
TOTAL	$ 565.00

TOTAL OF LIBRARY MATERIALS NEEDED FOR GLASGOW CENTER FOR FY 1987-1988:

$1,591.00

GENERAL EXPENSES (ALL CENTERS)

Binding of periodical indexes (those which do not provide annual cumulations)	10 vols. @ $5.00 per volume	$ 50.00
Books purchased for placement on reserve in centers and other remote sites:		$1,500.00
Online searching for those students lacking direct access to our centers or for Graduate students requiring in depth literature reviews: 100 searches @ $25.00 per search		$2,500.00
	TOTAL	$4,050.00

LIBRARY MATERIALS NEEDS FOR FY 1987-1988
SUMMARY

Owensboro Center	$17,741.00
Ft. Knox Center	100.00
Glasgow Center	1,591.00
General expenses	4,050.00
	$23,482.00

Of this total only $18,487 would be recurring expenditures.

GENERAL OBSERVATIONS

1. The library materials needs described above represent minimal requirements and are predicated on the philosophy of providing access to basic literature indexes with materials (books and articles) to be provided through some form of delivery service (either technological, physical or a combination of the two).

2. Although the initial startup costs for Owensboro are higher than for the other centers they promise longterm benefits in the form of reduced storage, binding, and processing costs as well as providing our students with the latest in library innovations.

3. Subscriptions to the 21 Business periodicals currently housed at Kentucky Wesleyan University Library should be transferred to the high school library.

4. Our ERIC microfiche collection and cabinets currently housed at Brescia College Library should be moved to the high school library (if space permits).

5. Action on transfer of books purchased by the consortium and owned by WKU currently housed in the Kentucky Wesleyan Library and the Brescia College Library should be deferred until larger library facilities become available. These consist of the following:

Approximately	8,625	books listed
Loss rate of 10%	863	
	7,763	
At KWU	5,667	(approximately)
At BC	2,096	(approximately)

All of these materials were purchased prior to 1981 and many date from the 1960s. The current value of these materials may be less than the costs of transferring them and a transfer of ownership to these libraries (KWU and BC) might be desirable if it were possible.

ATTACHMENT X

MATERIAL DELIVERY NEEDS FOR EXTENDED CAMPUS LIBRARY SERVICES IN THE FT. KNOX , GLASGOW AND OWENSBORO CENTERS

These are the available options for delivery of material to our students at our extension centers at Fort Knox, Glasgow, and Owensboro:

A. Library would provide courier service twice weekly with trips to Glasgow and Fort Knox (200 miles round trip) on one route, and to Owensboro on another route (150 miles round trip) for a total of 700 miles per week while school is in session (approximately 46 weeks per year)

700 X 46 = 32,200 miles per year
32,200 X 21.8 cents (Univ. rate) = $7,017.60 mileage cost

Driver for 30 hours per week @ $4.85 per hour

30 X $4.85 = $145.50 per week for 46 weeks
46 X $145.50 = $6,693.00 Personnel cost

	$7,017.60
	$6,693.00
Total cost of Option A	$13,710.00

B. Transmission of journal articles by telefacsimile using existing telephone lines and delivery of books by U. S. Mail.

Lease of 4 telefacsimile (Canon FAX 220) for Bowling Green, Fort Knox, Glasgow, and Owensboro, including 2 months security deposit (first year's lease only) $4,182.64

Transmission costs using existing telephone lines for an average 10 page journal article. (750 articles per center)

To Glasgow	$1.04 per article X 750 =	$780.00
To Fort Knox	$1.34 per article X 750 =	$1005.00
To Owensboro	$1.26 per article X 750 =	$945.00
	Total transmission cost	$2730.00

Cost of sending books by U. S. Mail (250 books per center @ $2.00 per book) $1500.00

	$4,182.64
	$2,730.00
	$1,500.00
Total cost of Option B	$8,412.64

C. Using U.S. Mail exclusively to deliver both books and journal articles.

2,250 journal articles @ $0.56 per article	$1260.00
750 books @ $2.00 per book	$1500.00
Total cost of Option C	$2760.00

Provision of any of these options would also require additional personnel at Helm-Cravens in the following manner.

1 part-time (20 hours per week) assistant @ $4.85 per hour

2 student assistants (15 hours per week)

Having these available for 46 weeks per year would require an additional $9,085.00.

ATTACHMENT XI

COMMUNICATION NEEDS FOR EXTENDED CAMPUS LIBRARY SERVICES IN THE FT. KNOX, GLASGOW, AND OWENSBORO CENTERS

An essential part of providing library services to our students in the centers must be the provision of a means to allow them to communicate their needs to the Main Campus. An incoming WATS line (800 number) could be provided for the following:

One time installation charge	$ 180.00
Monthly charge ($59.28) X 12	711.36
Usage charges (@21.85 per hr. for 20 hours per month or 240 hours	5,244.00
TOTAL	$6,135.36

In addition, a 24-hour telephone recording system (AT&T) located in the main library would allow the recording of requests from off-campus students and faculty for reference and circulation information, book renewals, requests for online bibliographic search service and delivery of materials, etc.

PURCHASE PRICE $ 110.00